



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John Fitzgerald

**GENERAL ORDER: 5-11 INSPECTION AND MAINTENANCE OF
POLICE VEHICLES**

DATE: 3/25/2015 Pages: 2 ◇ New ◇ Amended ♦ Revised 5-11

CALEA: 41.3.1, 41.3.2, 53.1.1-a-b-c-d, 70.1.2

I. POLICY

- A. The Chevy Chase Village Police Department utilizes marked police vehicles for general patrol, traffic enforcement, and to deter crime. Officers are re-sponsible for the condition and care of their assigned vehicle, and officers shall follow the procedures in this general order. In the event the officer's assigned vehicle is unavailable, the contents of this general order shall apply to any Department vehicle the officer utilizes during his/her tour of duty. (CALEA 41.3.1, 41.3.2)

II. PURPOSE

The purpose of this General Order is to provide guidelines for the inspection and maintenance of Chevy Chase Village Police Department Vehicles.

III. PROCEDURES

- A. On the first day of their work week (officers working 12-hour shifts will do the full inspection each Friday that they are on duty) officers shall refer to the Vehicle Inventory Checklist to conduct a thorough and complete inspection ('full inspection') of their assigned vehicle; the Lieutenant shall place the checklist in a convenient location within the vehicle to facilitate the inspection. Officers must inspect the vehicle for damage, unsafe conditions, defects, maintenance problems, and they must check every equipment item listed on the Checklist. Once the inspection is complete officers will advise the dispatcher, over the radio, of stock number, starting mileage, and the results of the inspection (e.g., "Full inspection complete, no issues found."). Any damage, unsafe conditions, etc. shall be brought to the attention to the Lieutenant in an email. Other than the email to the Lieutenant, officers do NOT have to complete any inspection paperwork.
- B. During the remaining work days, officers will conduct an abbreviated inspection ('routine inspection') which encompasses all fluid levels, lights, tire pressure, and a visual check for damage. Officers do not need to use the Vehicle Inventory Checklist for the abbreviated inspection. Once the inspection is com-

plete officers will advise the dispatcher, over the radio, of stock number, starting mileage, and the results of the inspection ('Routine inspection complete, no issues found' or driver's side headlight burned out', etc.).

- C. The vehicle will be searched for unauthorized items at the beginning of the shift and immediately following the departure of any non-police personnel who occupied the vehicle, whether in custody or not. (CALEA 70.1.2)
- D. Prior to securing the vehicle, the interior will be checked and all trash and personal items removed. Unsightly vehicles will be washed prior to being placed in service.
- E. The Lieutenant will conduct vehicle inspections once each month and document the findings. The Lieutenant will provide a copy of the findings to the Chief of Police. New vehicle damage will require an incident report. The Lieutenant will ensure that corrective action has been taken and documented on the findings report. (CALEA 53.1.1-a-b-c-d-e)
- F. If, in the opinion of the Chief of Police, vehicle damage resulted from abuse or neglect caused by an officer, disciplinary action may result.

IV. PATROL VEHICLE EQUIPMENT

- A. The following equipment shall be carried in all marked Chevy Chase Village Police Department patrol vehicles: (CALEA 41.3.2)
1. Spare tire
 2. Lug Wrench
 3. Tire Jack
 4. Broom
 5. Ice Scraper
 6. First Aid Kit
 7. Measuring Wheel
 8. Shovel
 9. CPR Mask
 10. Hazmat Kit
 11. Fingerprint Kit
 12. Big Easy
 13. Fire Extinguisher

14. Orange Flashlight Cone
15. Yellow Police Tape Roll
16. Trunk Box
17. Flares
18. Spare Traffic Vest
19. AED

V. REPAIRS TO POLICE VEHICLES

All requests for repairs to police vehicles shall be reported on CCV Form 403 (Vehicle Repair Report) which has been loaded into the CODY RMS. The Chief of Police will authorize repairs and arrangements will be made to take the vehicle to Seven Locks for repairs.

This directive voids the previous version dated 7/23/2014.